

PERSONNEL REFORM



D.C. Office of Personnel

December 1999

District Prepares for New Management Supervisory Service

The District of Columbia government will soon begin implementing a new management system that will help provide the leadership and resources District employees need to excel in their jobs.

The new "Management Supervisory Service" is designed to ensure that each agency holds its managers and supervisors accountable for implementing the District's strategic goals and objectives. It will address the long-standing pay disparity between mid-level managers in the District and their counterparts in the federal government. This system will also mean a new investment in training and development opportunities for managers to give them the tools and support they need to succeed on the job.

Working closely with each agency, the DC Office of Personnel is identifying those management positions that qualify for inclusion in the Management Supervisory Service, under the Omnibus Personnel Reform Amendment Act of 1998. A Management Supervisory Service position is one that has responsibility for project management and supervision of staff and the achievement of the project's overall goals and objectives. In early 2000, Career Service employees in grades 11 through 16 who hold these positions will be given the opportunity to join the

Management Supervisory Service. In the future, other employees who perform management functions may also be given the opportunity to join.

Employees who accept appointments to the Management Supervisory Service – and the commensurate increase in salary – will become "at-will" employees, and will no longer have Career Service job protection rights. An employee who declines the appointment will be given priority for placement into a vacant Career Service position, if a vacant position for which he or she qualifies is available within his or her agency.

Any Excepted Service employee who is currently in a position that meets the definition of a management employee may also be converted to the Management Supervisory Service at the discretion of his or her agency head.

Briefings will be held in December in each participating agency. At that time, all eligible employees will be invited to hear more about the Management Supervisory Service, including the proposed implementation schedule.

It is expected that the Management Supervisory Service will be implemented in all agencies under the administrative jurisdiction of the Mayor in early 2000, pending approval of the new Management Supervisory Service salary schedule by the Council and the Financial Authority.

Join the Management Supervisory Service and become a member of an elite corps of managers and supervisors charged with making the District a model city of excellence!

FREQUENTLY ASKED QUESTIONS

Q: How will an employee be notified that the position he or she occupies has been determined to be in the Management Supervisory Service?

A: Each employee whose position is determined to be in the Management Supervisory Service will be given written notification and have an opportunity to accept or decline the appointment.

Q: Is an employee required to accept the Management Supervisory Service appointment?

A: No, an employee may decline appointment to the Management Supervisory Service.

Q: What happens to an employee if he or she declines the appointment?

A: An employee who declines appointment to the

Frequently Asked Questions

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Management Supervisory Service will have priority for appointment to a vacant Career Service position if a vacant position for which he or she qualifies is available within the employee's agency and is acceptable to the employee. However, if no such position is available, a thirty-day (30-day) separation notice will be issued to the employee.

Q: If an employee declines an appointment to the Management Supervisory Service, is he or she eligible for severance pay?

A: An employee *may be* eligible to receive severance pay based on his or her years of service (plus additional service credit for residency preference and veterans preference) up to a maximum of 26 weeks of pay, in accordance with the personnel regulations.

Q: As a Management Supervisory Service employee, what will it mean to be employed at-will?

A: It will mean that each employee in the Management Supervisory Service may be terminated after receipt of a 15-day notice, at the discretion of the agency head.

Q: Will appointment to the Management Supervisory Service have any negative impact on an employee's benefits, including retirement?

A: No. Being appointed to the Management Supervisory Service will not have a *negative* impact on an employee's benefits.

Q: What are some of the training courses that will be offered to the Management Supervisory Service employees?

A: Employees in the Management Supervisory Service will be offered a targeted training curriculum to enhance their management/supervisory skills, including courses in performance management, human resource management, and leadership development.

Q: Has the District designed a new performance evaluation system that will support the objectives of the new Management Supervisory Service?

A: Yes. The District is introducing a new performance management and evaluation system beginning in January. This new system is designed to enhance employee accountability and productivity through goal planning, to encourage employee development, and to promote fairness.

Listing of MSS Liaisons

Each agency has a liaison to contact for more information:

Board of Appeals and Review	Francine H. James	727-8282
Board of Real Property Assessments and Appeals	Norma Martin	727-6860
D.C. Commission on the Arts and Humanities	Alec Simpson	724-1474
D.C. Office of Personnel	Carliss Cooper	442-9700
D.C. Taxicab Commission	George Crawford	645-6005
Department of Consumer and Regulatory Affairs	Carlynn Fuller	442-8933
Department of Corrections	James Anthony	673-2300 Ext. 107
Department of Employment Services	Sylvia Lane	724-7200
Department of Fire and Emergency Medical Services (non-uniform)	Crystale Marrow	673-3396
Department of Health	Rosalind Keitt	442-5939
Department of Housing and Community Development	Ida Springfield	442-7234
Department of Human Services	Eric G. Scharf	279-6035
Department of Insurance and Securities Regulation	Thomas Hampton	442-7785
Department of Motor Vehicles	Barbara Gibbs	727-1738
Department of Public Works and D.C. Energy Office	Kevin Green	671-2200
Department of Recreation and Parks	Neil Rogers	673-2143
Deputy Mayor for Planning and Economic Development	ElChino Martin	727-6365
Emergency Management Agency	Craig Kirby	727-3159
Metropolitan Police Department (non-uniform)	Bert Ennis	727-4261
Office on Aging	Cynthia Simmons	727-8365
Office of Asian and Pacific Islander Affairs	Greg Chen	727-3120
Office of Banking and Financial Institutions	Cynthia Eagle	727-5339
Office of Human Rights	Donald Stocks	727-5341
Office of Cable Television and Telecommunications	Darryl D. Anderson	671-0066
Office of the Chief Technology Officer	Janet Mahaney	727-1593
Office of Contracting and Procurement	Ann Jackson	724-4389
Office of the Corporation Counsel	Victoria Syphax	727-6920
Office of Local Business	Margaret Wright	727-3900
Office of Latino Affairs	Frank Yurrita	671-1896
Office of Planning	Maria Wallace	442-7636
Office of Property Management	Andrew Reese	724-4141
Office of the Secretary of D.C.	Beverly Rivers	727-6306